



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## GENERAL POSITION INFORMATION

**Job Title:** HV337- Chief, Construction Security Group - GS-15

**Salary Range:** \$126,245 - \$158,700 (not applicable for detailees)

**Vacancy Open Period:** 09/14/2016 – 10/14/2016

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SCD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** Not Authorized.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## POSITION INFORMATION:

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

For a cadre assignment:

- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

For a detailee assignment:

- Current Federal Government employees.

Current GS employees at the same grade as the advertised position grade may apply.



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Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **COMPONENT'S MISSION:**

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

The Center for Security Evaluation (CSE) office provides Intelligence Community (IC) advice and requirements to the Department of State (DoS) to assist in carrying out the Secretary's statutory responsibility to develop and implement policies and programs for the protection of US posts abroad, their personnel, and national security information.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Oversee and direct staff in the planning, implementation, and coordination of project management activities for multiple United States (US) diplomatic facilities construction projects abroad, ensuring that technical, physical, procedural, and transit security elements are addressed.
- Oversee and lead staff participation in site selection, staff review of cost estimates to ensure that project and security costs are accurately covered, and staff evaluation of building codes as required when they conflict with proposed countermeasures; lead staff in the identification, evaluation, and discussion of risks and potential project implications and advise management of trends and developments that affect project strategies and scope.
- Oversee and lead staff in the planning, management, and preparation of strategic and tactical security planning efforts and in developing a broad range of security-related support documents in the areas of building construction including security standards, transportation issues, architectural issues, and unique security countermeasures and counterintelligence.
- Oversee and lead staff in performing comprehensive design reviews of new and/or renovated diplomatic facility construction projects for compliance with Department of State (DoS) and Intelligence Community (IC) agreements and construction requirements as well as with the Overseas Security Policy Board (OSPB) standards.
- Oversee and lead staff in the planning and coordination of project design activities and timelines with DoS planning and construction teams, technical security staff, and general contractor security staff; lead staff in the development of periodic status reports on construction progress, completion



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forecasts, and issues that may require management intervention.

- Oversee staff in the review, analysis, and evaluation of dynamic situations in an unpredictable environment and in the implementation of construction security plans in compliance with IC and DoS security requirements.
- Lead staff in the planning and coordination of concept development and issue resolution meetings to review plans and specifications and in implement best-practice methodologies in construction projects that represent the interest of the IC.
- Lead staff in initiating, cultivating, and maintaining productive working relationships with security colleagues, IC security experts, senior Foreign Service staff, construction personnel, and Office of the Director of National Intelligence management to provide security status reports and structured recommendations and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

## MANDATORY REQUIREMENTS

- Expert knowledge of IC and DoS overseas building operations and diplomatic security systems, standards, and requirements, including technical, physical, procedural, transit security elements and technical security countermeasures.
- Expert knowledge of construction security policies related to DoS overseas facilities, including a superior ability to manage, analyze, and synthesize classified material regarding security standards, policies, and procedures.

## KEY REQUIREMENTS AND HOW TO APPLY

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [saksdav@dni.ic.gov](mailto:saksdav@dni.ic.gov) (*Dave S.*) and [mccreaz@cia.ic.gov](mailto:mccreaz@cia.ic.gov) (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_A\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [saksdav@dni.ic.gov](mailto:saksdav@dni.ic.gov) (*Dave S.*) and [mccreaz@cia.ic.gov](mailto:mccreaz@cia.ic.gov) (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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**All Applicants:**



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**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment Team A; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**